Application for

GEORG!	RECORDS DISPOSITION STANDARD	RECORDS MANAGEMENT DI	AIRIOR
2. Agency Application Ro.	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		POIVISION USE Application No Date Completed 74-88-96MAR 2.7 19
3 AGERCY, Division, Subdivision &		Person to Contact	
Public School Emplo 254 Washington Stre	oyees Retirement System	1' *	Jim Hartsfield
Atlanta, Georgia 3	30334	5.Working Title RMO	6 . Tel To 2960
7.ACTION REQUESTED)		
	· · · · · · · · · · · · · · · · · · ·		NT ACCUMULATION; ULATION ANTICIPATED.
8.Earliest & Latest Dates of Series	9. Exact Series Title Public School Employees Retirement	System Files ((See Attached Sheets)
10. What is the function	on of the office in which this record s	eries is creat	ed?
Membership consists personnel, custodia Teachers' Retiremen applications for me payment of refunds;	Public School Employees Retirement Systems generally of schoolbus drivers, food all personnel and other employees not elect System. Functions include writing rembership; determining creditable services processing applications for retirement and disability benefits; and removing	service employedigible for membules and regulace and employed and disabilit	ees, maintenance pership in the ations; processing contributions; be benefits and
ll. This file contains and file arrangemen	the following documents (include form nt).	numbers and ti	tles, if any,
SEE ATTACHED SHEET			

ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIED	-		Cu. Ft. of Records	·	No. of	Draver.	Cu. Ft. of Reco	ords
	Letter-size File Drawers		grafia, r	* 1	ARBUAL RATE OF ACCUMULATION				,
	Legal-size File Drawers		À		Floor Space Occupied (Square Feet)	In Off	ice(s)	In Storage Area	a (e)
				1 2 2		This Year's	lest Year's	Preceding All P Year's Yes	
					AVERAGE DAILY REFERENCES				•

	PAGE 2
QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES ~ NO
13. Is this the Record Copy of the series?	וֹן נוֹן
14. Is there a duplication of this series in another office or agency?	
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. 16. Does the series contain classified information requiring security handling?	[][]
17. Does the series initiate, amend or terminate agency policies and procedures?	
18. Could the function be performed if the files were lost or destroyed?	[][]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[][]
20. Does the record series provide data as input to an EDP file?	[][]
21. Does the record series contain documentation produced as EDP printout?	[][]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	נו נו
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[][]
[] Hold in the current files area month(s)/ year(s): [] Transfer to [] State Records Center [] Local Holding Area; hold year [] Destroy. [] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off. [X] Other: (Specify) SEE ATTACHED SHEET	ar(s):
(Indicate briefly rationale for recommendations above/or write additional rem	narks):
Records Management Officer (Signature) Date OTHER REDUIDED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 Approved [] Disapproved are: State Auditor/Designee [V Approved [] Disapproved STATE RECORDS Secretary of State/Designee	3/27-74
COMMITTEE [Approved [] Disapproved Curroll Hert Attorney General/Designee WATIME	3-27-74
[MApproved [] Disapproved A Mittuell	5.27-24



88 - 96 Inclusive

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY

APPLICATION FOR RECORDS RETENTION SCHEDULE RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Employees' Retirement System of Georgia Application Number Public School Employees 4-95-F Two Northside 75, Suite 400 Application Number Date Received Date Completed Atlanta, Ga. 30318 NOV 22 1978 6 1978 2. Person to Contact **Working Title** Telephone Number Glenn Dow Division Director 656-2960 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c. ☑ Amend Application No. 74-95 ___ Check One: ☐ Change; 전 Supercede; ☐ Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest FY 1971 To Date Public School Employees Membership Account Annual Listing Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. determining members retirement and refund allowances Documents relating to: Computer Output Microfilm (office and security copy) and bound volumes of annual Included are: listings which lists members name and social security number, retirement

File is arranged: numerically by School System number; thereunder alphabetically by member number. 8. Monthly Reference Rate How often are records referred to which are: .; Seven to twelve months old __ One to six months old _ _; Thirteen to twenty-four months old _ twenty-five months and older_ 9. Annual Rate of Accumulation of Records ; Shelves ____; Other (specify) appox, 1-2 bound Letter-size drawers _ __ : Legal-size drawers _ AR-50-71; Rev. 76

(Note: Record series is being converted to computer putput microfilm (COM). From FY 1971 to FY 1978 the series is in bound volumes of computer printouts and on magnetic tape at DOAS.

contributions, prior service and withdrawal information.

These and succeeding years of records will be placed on COM).

YES NO	10. Questionnaire	(Place an "X" in the proper	column) , ,	
x	a. Is this the offi	icial copy of the series?		
			ion requiring security handling? If yes, cite law or regul	ation.
$\begin{bmatrix} x \\ x \end{bmatrix}$	c. Is this a vital r	ecord?		The state of the s
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	ig. Is the informa	tion contained in this series ever	r analyzed and/or recorded in a summarized report?	
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c. Fede	erai iaw	years.	f. Federal retention instructions	years.
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Agency Head	d/Designee/ (Signa	ture) Date	Records Management Officer (Signature)	Date
	[/}\]	Conour	+ Harkheld	11 20-78
			State Beauty Commisses (Signer and	D
Recommend	ations in para-		State Records Committee (Signature)	Date
graph 12 are	approved.	State Auditor/Designee	1) mother	16-5-18
	red, attach letter	CHB		1-11-0
of explanation	on.)	Secretary of State/Designee	Carroll Hart	12-4-78
	, TET 1	Attorney General/Designee	1 /////A VI. o De	12:08
AR-50-71; F	lev. 76		(Reverse Side)	



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Employees' Retirement System of Georgia 74 - 96 - A Public School Employees' Two Northside 75, Suite 400 Date Completed Application Number • Date Received Atlanta, ga. 30318 NOV 22 1978 DEC 2. Person to Contact Working Title Telephone Number Glenn Dow Division Director 656-2960 3. Action Requested a.

Establish Retention Schedule: record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. KI Amend Application No. 74-96 Check One: Change; Described Change: Check One: Change: Described Change: Change: Described Change: Check One: Change: Described Change: Check One: Change: Described Change: 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest FY 1971 Annual Report Summary Files To Date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: verifying the retirement contribution and the number of years a member has contributed to the retirement system. Included are: Computer Output Microfilm (office and security copy) and bound volumes of annual report summaries which lists members name and social security number, report year, school system number, and amount of retirement contribution. (Note: Record series is being converted to computer output microfilm (COM). From FY 1971 to FY 1978 the series is in bound volumes of computer printouts and on magnetic tape at DOAS. These and succeding years of records will be placed on COM). File is arranged: numerically by social security number of member. 8. Monthly Reference Rate How often are records referred to which are: 5; Seven to twelve months old 20; Thirteen to twenty-four months old ____ One to six months old _ twenty-five months and older_ 9. Annual Rate of Accumulation of Records ; Legal-size drawers _____; Shelves _____; Other (specify) 1 bound volume Letter-size drawers ____

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х			ice, or in another office or agency? d security copy.	
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Description

74-88

ACTIVE MEMBER FILES - Documents relating to active members of the Public School Employees Retirement System. Included are Membership Applications and related correspondence. Files are arranged numerically by the last four digits of the member's social security number.

Disposition

Cut off active file when member is retired, disabled, refunded or ineligible and transfer to the Retired Member File, Disability File, Death Retiree File, Refund File or Death Refund File.

74-89 Answerder EMPLOYEE REFUND FILES - Documents relating to retiree refunds. Included are Refund Applications and Membership Applications. Files are arranged numerically by the last four digits of the retiree's social security number.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 50 years; then destroy.

74-90

INELIGIBLE MEMBER FILES - Documents relating to members ineligible for membership to the Public School Employees Retirement System. Included are computer printouts. Files are arranged numerically by last four digits of social security number.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 50 years; then destroy.

74-91

RETIRED MEMBER FILES - Documents relating to retired members of the Public School Employees Retirement System. Included are Retirement Applications, Membership Applications, Job Descriptions, Statements from Departments, Personal Physician's Report, Medical Board Chairman's Recommendations, Examining Physician's Report, Medical Board's Report, Approval Letters, Keypunch Transmittals, and other related correspondence. Files are arranged numerically by the last four digits of the retiree's social security number.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold until members are deceased; then return to Public School Employees Retirement System.

Files Maintenance: If no beneficiary upon closure of file transfer to Deceased Retiree Files. If beneficiary, return to Retired Member Files

Center; ... in until member of the classed; then return to an application of Employees Returnment of

Tilles

Description

DECEASED RETIREE FILES - Documents relating to deceased retiree members of the Public School Employees Retirement System. Included are Retirement Applications, Membership Applications, Keypunch Transmittals, Death Certificates, Signature Letters, and other related correspondence. Files are arranged numerically by the last four digits of the social security number.

Disposition

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records: Center; hold 6 years; then destroy.

74-93

74-92

DECEASED RETIREE REFUND FILES Documents relating to deceased retiree
refunds. Included are Refund Applications, Membership Applications, Signature Letters, Death Certificates, and
other related correspondence. Files
are arranged numerically by the last
four digits of the social security
number.

Cut off files at end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 50 years; then destroy.

74-94

PUBLIC SCHOOL SYSTEM CASE FILES Documents relating to members of the
Public School Employees Retirement
System. Included are new member
listings, related correspondence,
releases pertaining to Board Regulations or office procedures. Files
are arranged numerically by system
number (i.e. Counties 1-159; Cities
200-247; Technical Schools 300-306).

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records: Center; hold 4 years; then destroy.

74-95

Mundel 78 8

ANNUAL LISTING OF MEMBERS OF PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM FILES - Documents relating to the annual listing of members of the Public School Employees Retirement System. Included are data processing printout sheets which contain social security number, name, and date of birth of members of the retirement system. Files are arranged numerically by System Number, thereunder alphabetically by name of school.

Cut off files at end of each calendæ year; hold in current files area l year; then transfer to State Records Center; hold 4 years; then destroy.

74-96

Munded 188

ANNUAL REPORTS AND RETIREMENT
DEDUCTIONS FILES - Documents relating
to annual reports and retirement deductions. Included are recap sheet,
annual report, computer printout,
Files are arranged numerically by
System Number, thereunder alphabetically by name of school

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.